K.S. School of Engineering and Management
Bengaluru– 560109
Appraisal Form for Support Staff including Office Staff
2018-2019

1	Name		K. RAJESH		Date of Birth
					25-11-1974

2	Designation and Department	SYSTEM ANALYST COMPUTER SCIENCE & ENGINEERING

3	Date of Joining KSSEM	22/09/2010

4	Salary as on Oct 2018	Basic	34500	Total Emolument	53085

Educational Qualification

5	Education	Specialisation	Year of Passing	Class	College/Institute	University/ Board
	SSLC	Kannada,English, Hindi,Social, Science,Maths	Apr 1990	II	Wardlaw Composite Junior College, Bellary	Bangalore
	PUC	PCMB	June 1992	III	Wardlaw Composite Junior College, Bellary	Bangalore
	DEGREE	B.Sc (Computers)	Oct 1995	II	Veerashaiva College, Bellary	Gulbarga
	P.G	M.C.A	Nov 1999	I	Siddaganga Institute Of Technology, Tumkur - 3	Bangalore

Work Experience: (Chronological Order)

6	Position	Institute/Industry	From - To	Total Service (Year and Month)
	Software Engineer	ManSoft Micro Systems	Nov 1999 – April	1 Year 06 Months
	Lecturer	Veerashaiva College	May 2001 – July 2002	1 Year 03 Months
	Programmer	K.S.Institute of Technology	Aug 2002 – Oct 2005	3 years 03 Months
	Sr. Programmer	K.S.Institute of Technology	Oct 2005 – Feb 2009	3 years 05 Months
	System Analyst	K.S.Institute of Technology	Mar 2009 – Sep 2010	1 year 07 Months
	System Analyst	K.S.School of Engineering & Management	Oct 2010 – Till Date	8 years 11+ Months
				19 Years 11+ Months

7. Computer Skill

Sl. No.	Software	Poor	Good	Excellent
1	Microsoft Office Tools			✓
2	System Software's : Windows, Linux, Fedora Ubuntu,RedHat etc..			✓
3	Application Software's : C,C++,Java, Jdk, JSDK, JRE,HTML,Oracle, Mysql, Tally, Auto Cad, Revit, Adobe,Win RAR, Anti Virus,Solid edge, Ansys, CADEM Tools, Mat Lab, Cadence, A-View, Libsoft, Koha, Net Simulation,Visual, Studio,Netuns, Xgraph, Ruby Rails,Masm, Tasm,Xilinx, Mi-Power, Auto Plotter, Stad Pro,Orell, Open Office, PSpice, Multi Sim, Catia, ARM, Keil, Flash Magic,e-Learning, 3ds Max, SecureX, Digisol,dotnet Framework, ArchiCad, SketchUp Pro, Maya etc..			✓

8	Workshops /Training Programs Attended during the Assessment Year		
	TOPIC	**Place**	**Date / Number of Days**
	A-VIEW Amrita Virtual Interactive E-Learning World	BIT, Bengaluru	19-02-2018 – 01 day
	Koha 16.05 VM	KSSEM, Bengaluru	12-10-2018 – 01 day
	Moodle,Sci Lab,Phython,eSim,Linux	KSSEM, Bengaluru	All One Day Workshops

9	Industry VisitedAccompanyingStudents (if any)	
	Name of the Industry/Place	**Date / Number of Days**

Assigned Responsibilities

	Sl. No	Lab	Semester	Duration
10	1	Kssem college all the departments (civil,cse,ece,eee,mech,mba,basic science, library, ped, staff rooms, admin office & Board room) computer laboratories Computers,Printers,Network, maintenance and new Lab Setups.	Both ODD and EVEN	Oct 2017 - DEC 2019
	2	Kssem all department UPS maintenance.		
	3	Kssem seminar halls maintenance.		
	4	Kssem VTU e-Learning sever setup & maintenance.		
	5	Kssem QPDS maintenance.		
	6	Kssem all IT requirements.		
	7	Kssem All ONLINE & OFFLINE Exams.		
	8	Kssem AICTE & LIC committee arrangements.		
	9	Kssem website related work.		
	10	Kssem A-View Remote Centre Setup.		
	11	Kssem FRRO Office Work for NRI Students.		
	12	Kssem IT items Files Maintenance.		
	13	Kssem EDUSAT Maintenance Work.		
	14	Kssem fdp,work shops and others arrangements like pa,display,internet etc..		
	15	Kssem NPTEL Server Setup & Maintenance Work.		
	16	Kssem Koha Library Automation Server Setup.		
	17	Maintain the Kssem and Kssa Google Domain Setup & Staff, Students E-Mail ids Create,Block,Delete and Modify.		
	18	Kssa college all the department(staff rooms, cad lab, class rooms & admin office) computer desktops, projectors, printers,plotters maintenance.		
	19	Kssa all it requirements.		
	20	Kssa qpds maintenance.		
	21	Kssa AICTE & LIC committee arrangements.		
	22	Kssa IT items Files Maintenance.		
	23	Kssa website work.		
	24	Kssem and kssa all other servers setup & maintenance.		
	25	Kssem and kssa CCTV Installation &Maintenance Work.		

11	Communication Skill			
	Language	Poor	Average	Good
	English			✓
	Kannada			✓
	Hindi			✓
	Others(Specify)			Telugu
12	Sl. No.	Special Achievements/Awards (If any)		
	1	Getting Best Prices to Organisation in All IT Requirements		
	2	IT Maintenance		

Declaration

I declare that above information provided by me is true to my knowledge. I take the complete ownership of all information furnished above and if any of this information is found to be false, suitable action can be initiated.

Rajesh

Signature of Non-Teaching Faculty with Date

(Attach copies of documents in support of information provided herein)

Endorsement of Lab-in-Charge / Office Manager

I have filled in the above details in consultation with the concerned employee and I endorse the details furnished above. In my personal opinion the performance of this employee is: (Tick Appropriate Box)

Poor	Needs Improvement	Satisfactory	Good	Excellent
				✓

Name: Dr. Neelam Bawane

Designation: Professor

Signature of Lab-in-charge / Office Manager with date   Neelam 1/10/19

Observations and Recommendation by Head of the Department

He is very sincere towards his work and responsibities

These observations are brought to the notice of concerned Non-Teaching Faculty

Signature of HOD with date   Veena 1/10/2019
Dept. of Computer Science & Engineering
K.S. School of Engineering & Management
Bangalore-560 062

I have noted the observations made herein / I differ in my opinion (Explain)

Signature of Non-Teaching Faculty with date   Rajesh 1/10/2019

K. Rama
Dr. K. RAMA NARASIMHA
Principal/Director
K S School of Engineering and Management
Bengaluru - 560 109

4